Techniques of

Right of Way Plans Preparation

Ву

E&ESC Right of Way
Plans Office





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GENERAL

R/W PLANS

R/W plans when approved by the State Design Engineer become the official document used to acquire real estate and other property rights (both temporary and permanent). All deeds and instruments conveying real property or property rights to the state must conform to the approved Right of Way plan or they will not be accepted by OSC Real Estate Services Office. The Region assembles data and prepares preliminary plans for the acquisition of R/W, Permits, Easements and any other rights as well as any substantiating documentation for completion of the plan.

R/W AND L/A PLANS

R/W and L/A plans are used to acquire access rights from abutting owners of a highway as well as everything that a R/W plan only is used for. Hachures define the areas of access to be controlled between the highway facility and other property.

REASONS FOR NEW R/W PLAN

New Right of Way plans should be considered when any of the following conditions exist:

- 1. The scale of the existing plan is smaller than 1'' = 100'.
- 2. The existing plan shows unreliable data. For instance, assumed bearings, distances, or other important information.
- 3. If the proposed revision would require major changes to the current plan. New alignment, the addition of many new parcels, or the addition of access control are some examples.
- 4. If the current plan shows "Right of Way as acquired, alignment as constructed" in the revision block.
- 5. The existing plan was originally a county or city plan.
- 6. Stations do not increase from left to right.

PHASES OF LIMITED ACCESS AND RIGHT OF WAY PLANS (EXHIBIT 1) LIMITED ACCESS PLANS

Plans which are used to show and/or acquire access control as well as R/W are subject to a different procedure to satisfy all legal requirements than R/W only plans. Briefly condensed are the processes to finalize and approve an access plan.

The following phases, in relation to plan development apply to the authorization of Right of Way acquisition.

Phase 1: Access Report plan. The Access Report plan may be used for the appraisal of any parcel that lies completely within the Right of Way line that would be a total take, with the approval of the State Design Engineer. However, the authority to acquire is not given at this time.

Phase 2: Access Hearing plan. If the Access Hearing plan contains complete Right of Way information, and if Federal Design Hearing requirements have been completed, the Region Administrator receives authority, from the State Design Engineer, to initiate and authorize negotiations on all parcels. Condemnations cannot be processed through the courts until the hearing process has been completed, including the 30-day appeal period. The Region Administrator is responsible for determining whether work on other than total takes can proceed without the risk of additional costs resulting from later changes in the plan. The hearing plan must be approved, reproduced and mailed a minimum of 15 days prior to the hearing date (preferable 30 days).

Phase 3: Findings and Order plan. Three conditions can exist with respect to the Findings and Order plan.

- (1) If the Access Hearing plan was complete with all Right of Way information, the Findings and Order plan will become the final Right of Way plan. The authority, issued with the Findings and Order plan, indicates that the plan has been approved. Restrictions on appraisals or acquisition of partial takes are rescinded once this approval is received.
- (2) If complete Right of Way information is added to the Access Hearing plan by recommendation of the Region at the Hearing, the Findings and Order plan will

become the final Right of Way plan and can be used to authorize acquisition of all parcels.

(3) If the Access Hearing plan was not complete with all Right of Way information, and this information was not added at the Access Hearing, the Findings and Order plan will not be used as the final Right of Way plan. The Findings and Order plan will, however, indicate approval and will show any revisions made as a result of the hearing. In order to authorize acquisition of all parcels, it is necessary for the OSC Real Estate Services office to receive a new approved plan with complete Right of Way information, which would then be the final Right of Way plan.

Phase 4: Final Right of Way and Limited Access plan. When the final Right of Way and Limited Access plan is received, it is used for all remaining Right of Way activities.

NON-LIMITED ACCESS HIGHWAYS

Phase 5: Final Right of Way plan. After the final Right of Way plan is approved, appraisals and all acquisitions can be completed.

TYPES OF ACQUISITION/DISPOSAL

FEE TAKE (Exhibit 2)

Most R/W acquired is an outright purchase of all property rights from the owners in fee. Fee title means absolute ownership of the property without limitation or end. Title 47 RCW states that all property rights on a limited access facility shall be in fee simple whether or not it is actual property or an airspace corridor, except when acquiring from Federal Government or Railroad companies.

PERMANENT EASEMENTS (Exhibit 2)

A permanent easement is a permanent right to enter a person's property for a specific purpose. They are an encumbrance on the property and are non-cancelable except by mutual consent of both parties. They are always shown on the R/W plan. The type of easement is noted and the easement is fully described either by station and offset or by metes and bounds.

TEMPORARY CONSTRUCTION EASEMENTS (Exhibit 2)

These easements are, as the name implies, of a temporary nature and are used when the State requires a property right from a parcel where more than minor work is to be done. They usually involve work that is not beneficial to the property owner and are compensated for. Temporary easements are acquired for a specific length of time. The time limitation is not noted on the plan but is stated in the actual instrument. Temporary construction easements are always shown on the R/W plan.

CONSTRUCTION PERMITS (Exhibit 3)

Construction permits are of temporary nature during construction only. They are valid with the current owner of the property involved and must be renegotiated if the property changes ownership. Normally the only time we have a construction permit is with County or City governments. The major drawback of a construction permit is the fact that it does not grant any specific rights. It can be terminated at any time by the property owner. The following rules shall determine if a construction permit is shown on R/W plans:

- 1. If compensation to the property owner takes place, show permits on the plan,
- 2. If a parcel is to be involved in a condemnation, permits must be shown. (If condemnation is not anticipated, don't show on the plan. If condemnation results unexpectedly, add to plan by revision.)
- 3. Permits on city streets and county roads need not be shown on the plan. Right to use these areas for construction can be handled by agreement between DOT and the Local Agency. However, permits on county roads can be shown on the plan, at the discretion of the Region.

EASEMENTS FOR TRANSFER (Exhibit 4)

Easements for transfers are easements acquired to replace existing facilities that are to be relocated. These may include access easements to a parcel which we are landlocking by our facility. Access easements across private property for use of another parcel may only be acquired through negotiations and cannot be acquired through the condemnation process. Existing easements which we are relocating as a result of the project will be shown on the plan.

PRESCRIPTIVE RIGHTS (Exhibit 5&6)

When the entire right of way of the county road has been acquired by recorded deeds, waivers, or condemnation actions, the width of the right of way is known. Many county roads have been acquired by prescription (i.e., without a formal conveyance to the county), and the widths of these roads must be determined when they become a part of the State Highway System.

When a county road becomes a part of the State Highway System, the Region RES Manager ascertains the width of the right of way, if any, that can be documented of record.

In the absence of any acquisition instruments, the county road is prescriptive, and its width is determined by the statute applicable at the time the road was created.

Prior to 1890, territorial law stated county roads would be 60' in width unless a different width was specified in the county commissioner's record. After 1890 county roads could be established in varying widths at the election of the board of county commissioners.

Today, in the event that a prescriptive easement is required the width established in the county commissioner's resolution shall be the width claimed. If an order of establishment cannot be found or the order of establishment does not specify a width, then only that area which has been used and maintained as a part of the roadway facility can be claimed by prescription. This is usually construed to mean back of ditch to back of ditch, including cuts and fills, not necessarily to a fence line or other physical feature.

RAILROAD CROSSINGS AND LONGITUDINAL EASEMENTS (Exhibit 2 & 3)

Whenever the required R/W for a highway and a railroad overlap, a longitudinal easement is acquired from the railroad. On the plan this easement is labeled as such and the beginning and ending points are identified with both highway and railroad stations. Dimensions are taken normal to the highway center line and the railroad center line. Any breaks are identified with both highway and railroad stations and offsets. It is drawn the same as any other R/W line. Sometimes it may be necessary to describe the easement by metes and bounds. When the

highway crosses a railroad, it is done with a crossing easement. All four corners of the easement are identified with both highway and railroad stations as well as where the center lines of both cross, and it is labeled as a crossing easement. The areas are shown in the ownership block as R/W and noted as to which type of easement is acquired. On Limited Access facilities, hachures are shown along the Railroad R/W lines to the edge of the traveled way. An access note is required to prohibit movement between the highway and the railroad.

RIGHT OF WAY BY OTHERS

When a project is being constructed in cooperation with another entity, often it is on R/W that is to be acquired by the other entity. This is generally only when there is a county road or city street being constructed or widened. The requirements for the description of the R/W remains the same as any other case and the area to be shown is labeled "R/W BY OTHERS." No parcel number or areas of R/W take are shown in the ownership box.

AIRSPACE CORRIDORS AND LEASES

- 1. An airspace corridor is a three dimensional corridor of a specific width and length between two elevations. They are taken in fee and all rights of ownership apply to them. They are usually used where the highway is on a structure or in a tunnel, and the property lying under or above the corridor may be used without having a detrimental effect on the highway facility. If the highway is on a bridge structure, the only property usually acquired in fee would be that which is required to contain the footings of the structure.
- 2. An airspace lease is the occupancy and use of highway R/W for a non-highway purpose. Generally if the use is for private or individual use and the need exists for a long time period (usually longer than one year) an airspace lease is enacted. Examples of non-highway purposes are parking, Seattle Convention Center, storage areas, encroachments, landscaping, etc. Sometimes a lease may be written for a highway purpose when a permanent or very long term need exists. These may be situations where privately planted landscape areas exist to meet zoning or landscape requirements of an abutting owner. On the plan show the boundary of the lease with a light line with the airspace lease number inside and enter the name and airspace lease number in an airspace

lease schedule block with stations to describe the location. OSC Real Estate Services will provide any information to OSC R/W Plans office for a plan revision rather than the Region plans offices. An airspace lease is revocable by either party according to the terms in the lease.

AREAS FOR RELINQUISHMENT/CERTIFICATION (Exhibit 3&7)

Areas for relinquishment are areas that we acquire for the improvement or construction of roads that will not remain a part of the highway system. A turnback agreement must be secured prior to advertising a contract for construction. Upon completion the facility is deeded to the receiving agency by quit claim deed. The plan must show areas being relinquished in sufficient detail and accuracy so as to allow a legal description to be written for the conveyance instrument. (i.e., stations and offsets or metes and bounds.)

Whenever the Department of Transportation receives portions of county roadways which will become part of the highway facility, a quit claim deed is obtained from the county. In cases where the Department of Transportation requires portions of city street R/W in incorporated towns and cities, a quit claim deed is not conveyed to the state except in cases where access control is present. On non-limited access highways Department of Transportation conveys purchased R/W to the city by quit claim deed. Acquisition of city streets is conveyed to the state by agreement only.

Areas for certification refer to highways that are no longer needed as such and will become part of the local agency's road network. The means by which a road is certified is by agreement and quit claim deed.

EXCESS R/W & SURPLUS PROPERTY (Exhibit 7&8)

- Excess R/W: Property acquired as operating Right of Way but no longer needed as such.
- 2. **Surplus Property:** Property not acquired as operating Right of Way (e.g., Pit Sites, Maintenance Sites, etc.,) and no longer needed.
- 3. **Uneconomical remainders:** These are portions of parcels that had remainders that were damaged out in the acquisition of the parcel. To

dispose of these parcels no plan revision is needed. They may be sold or used as trading stock at the discretion of the Real Estate Services Office.

4. Disposal of Excess R/W and Surplus Property. Disposal of excess R/W and surplus property begins in the Region with a surplus property disposal review and when approved by the Region Administrator is then reviewed again by OSC. Disposal proceeds with a plan revision showing a note declaring the area excess or surplus. Any part of the surplus area abutting the highway R/W to be retained and used as operating Right of Way is also shown. Do not confuse surplus property with areas purchased as uneconomical remainders. When disposing of surplus property or excess R/W, give only one area for the entire piece. This is because we do not know if there will be more than one purchaser involved. Include the inventory control number with the transmittal letter. Also bear in mind that FHWA approval may be required. It is the responsibility of the Region Real Estate Services Office to determine if federal funds were involved in acquisition of the parcel.

WETLANDS MITIGATION AREAS (ENVIRONMENTAL MITIGATION AREAS) (Exhibit 2&9)

Federal and State laws require that the Department avoid or minimize impacts to wetlands as much as practical. Wetlands include: Swamps, marshes, bogs, sloughs, potholes, wet meadows, river overflows, estuarine areas, tidal overflows, mud flats, and shallow lakes and ponds. Wetlands do not include deep reservoirs, deep lakes and areas covered with water for such a short time that neither hydric soil nor wetland vegetation is able to establish.

Wetlands are defined as lands that are either permanently or seasonally "Inundated by surface or ground water with a frequency sufficient to support and under normal circumstances does or would support a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction" (Presidential Executive Order 11990).

After all design considerations, the Region initiates a Right of Way plan revision identifying the Wetlands Mitigation Area that is to become a part of the Department Right of Way.

Proposed wetlands mitigation areas that are adjacent to the highway's Right of Way should be incorporated into the Right of Way plan and labeled "Wetlands Mitigation Area."

For proposed wetlands mitigation areas that are separated from the highway's Right of Way, a Sundry Site Plan should be developed, labeling the site as "Wetlands Mitigation Area" and fully describe it, usually by metes and bounds.

STORMWATER TREATMENT AREA (Exhibit 3)

Stormwater treatment areas are constructed to retain water so as to slowly and naturally dissipate accumulated runoff or to physically control the amount or rate of water allowed to flow from the pond rather than relying on natural absorption by the ground. The main purpose of these ponds is to maintain the quality of the water being discharged. They are acquired usually in fee and may or may not be relinquished to a local agency. They are fully described in sufficient detail to allow a legal description to be written and are labeled "Stormwater Treatment Area".

PRELIMINARY WORK AND INFORMATION GATHERING

Probably the most important thing in making accurate R/W plans is the thoroughness of the research done in preparation of the plan. GLO plats (General Land Office) are available in Region HQ Plans office, Olympic Service Center Engineering Plans vault, and DNR (Dept. of Natural Resources) Public Lands Survey office. Title reports are obtained from title companies early in the project as soon as the areas where R/W is to be acquired are determined. Timing is important because it takes up to 2 or 3 months to get all the title reports after they are ordered. Region Real Estate Services personnel can do their own title search if necessary and it can be certified by the Region's RES Manager in lieu of title reports. Subdivision plats (additions, short plats, etc.) are available from the County Auditor's office, and the Assessor's office has maps that may be helpful in planning your map. Our R/W plans are used to plot existing R/W, but investigation should be made to make sure that all R/W as shown has been acquired by checking deeds in the title section of the Real Estate Services office. Recorded surveys, original field notes and corner identifications can be purchased from

the DNR Public Lands Survey office. Railroad maps can be purchased; for location and cost call Olympia Service Center Real Estate Services.

PREPARATION OF PLANS

SCALE

Vicinity map, 1 inch to 500 feet; Plan Sheets, 1 inch to 50 feet, except where land value is high (e.g., urban areas, etc.). Where a high degree of detail must be shown on the plans, 1 inch to 20 feet. (Unless special approval for a deviation is obtained from the Right of Way Plans Engineer in Olympia.)

VICINITY MAP (Exhibit 10)

On vicinity maps R/W shall not be shown (either proposed or existing) or details such as areas, bearings, curve data, etc., that are shown on the plans sheets (see example). Traffic Movement Arrows, Local Road Systems, Corporate Limits, etc., are shown.

TOTAL PARCEL DETAILS (Exhibit 10)

Whenever a parcel is too large to show on the plan sheets, the total parcel is shown on the vicinity map. In some cases a parcel may be too large for even the vicinity map. When this happens, a separate total parcel detail sheet may be added. The added sheet may be of any scale that is appropriate. On a new plan all parcels must be shown in their entirety. On revisions to an existing plan it <u>may</u> sometimes not be required, depending on the circumstances involved. If the parcel is going to be involved in a condemnation suit, it must be shown in its entirety.

DRAWING STANDARDS

New Right of Way Plans are to be prepared on the CADD system in conformance with the adopted standards. Right of Way Plans are stored in permanent form on standard 22 by 34 inch sheets on stable reproducible material. Consistent drafting procedures must be observed to attain maximum accuracy and clarity. Line weights and symbols are to conform to the standards shown in Division 3 of the Plans Preparation Manual.

CENTER LINE SURVEY (Exhibit 2)

1. The R/W center line shall be shown on the plan as a continuous solid line.

- 2. A bearing shall be shown on all tangent segments of the center line on each sheet of the plan.
- All P.I., P.C. and P.T. stations shall be identified and curve data shall be shown in the curve data block on each plan sheet that the curve appears.
- 4. Traffic movement arrows shall be shown on each sheet as well as a state route identification number.
- 5. Tie the center line to all found GLO monuments if possible by bearing and distance from a station on center line (usually where center line crosses a subdivision line.) Tie the center line to at least two monuments or GPS monuments.
- 6. Bearing, station and milepost equations will be added at the beginning and end of plan if necessary. Eliminate carryover of equations from old plans in the body of a new plan.

R/W LINES

Ultimate R/W lines are shown as heavy lines identified by stations and offsets from the center line at each R/W break or by metes and bounds description. If the R/W line is a proposed line (i.e., additional area to be acquired) the line shall be solid. If the ultimate line is to be the same as the existing R/W (i.e., no additional area is to be acquired) the line shall be heavy dashed.

MILEPOST AND STATIONING

Plans are to be oriented with the milepost and highway engineers stations increasing from left to right on the mainline and ramps. Stationing shall be in ascending order from beginning of plan to end of plan. It is desirable for stationing to run in the same direction as mileposts. Beginning stations on ramps should start at 10+00. When existing surveys conflict with this procedure, the center line should be reestablished if new plans are drawn.

Mileposts are shown at the beginning and end of the plan. The total length of the plan is shown on the first sheet of the vicinity map only.

OWNERSHIP DATA

Parcel boundaries are laid out according to the description of the parcel in the title reports. Sometimes a parcel description is noted as simply a lot in a block of a subdivision. When this is the case, as much of the subdivision is shown on the plan as is practical.

Identify plat by name and show blocks and lots on plan. Put the name of the vested owner in the ownership block and the name of any contract purchaser in parenthesis behind the vested owner (at the time of plan approval, subsequent ownership changes are usually not reflected by a revision to the plan). Whenever a vested property owner has split his ownership and has contract purchasers, a separate parcel number is used for each contracted parcel. Parcel numbers are obtained from the Region Real Estate Services office and assigned to each parcel and that parcel number will identify that specific transaction with that parcel. Whenever a transaction is completed with a parcel, the number is not to be used again. Any subsequent transactions will require a new parcel number be assigned to that parcel with a revision to the plan. Areas will normally be shown in acres with values taken to the nearest 0.01 acre. In areas where property values are high, areas should be shown in square feet. In the easement column show areas of both temporary easements and permanent easements along with identifying notes nearby stating which kind of easement it is.

OWNERSHIP BLOCKS

Ownership blocks shall be located in the lower left corner of the plan. Items shown are the parcel number, vested owner and if applicable the contract purchaser or sometimes other persons involved, the total area of the parcel, the amount of R/W being acquired, the remainder of the parcel on the left and right of the highway and the area of any easements. If the plan is a R/W and L/A plan then an access approach schedule is added on the end of the block. Any approaches that are granted shall be shown in the access approach schedule only on the sheet that the approach appears. In the R/W column, any R/W being acquired from a parcel is noted in appropriate units of measure. This is primarily a fee take except in the cases where a R/W easement is acquired (Railroads, USFS, Indian Land, etc.). In the easement column are shown all other easements and construction permits. They are separated and the area of

each type of easement is shown with an asterisk or other symbol noting which type of easement is being acquired. Longitudinal easements and crossing easements acquired from the railroads are shown in the R/W column and are separated and asterisks are used with a notation to distinguish the different areas.

UTILITIES (Exhibit 4)

Usually utilities are not shown on the plan unless we are affecting the utility in some physical or legal way. If we are relocating or encroaching on an easement or on the property rights of the utility they are shown, but not necessarily assigned a parcel number. If the utility owns a Right of Way and we are affecting it, then a parcel number is assigned and they are treated the same as any other owner.

PLATS

Any platted area that abuts the highway should be plotted on the plan when there is a parcel involved. On the plan sheets, the lot numbers, block numbers and subdivision shall be identified. On the vicinity map, only the outside boundary of the plat with any streets and name of the subdivision need be shown. Note any access restrictions contained in the plat on the plan sheet. Bear in mind that access rights donated by a plat may not be legally binding unless they are deeded (quit claim). If in the event the plat is vacated, the access rights usually are vacated also unless they have been deeded.

TOPOGRAPHY

In most cases, topography will be plotted onto the plan by the Geographic Services Branch. Do not show trees, shrubs, etc. on plan unless they are of an income producing nature, i.e., orchards, nurseries, etc. Wells, buildings and other features within 100 feet of the R/W that may have an affect on the appraisal of the parcel should be shown. The local road network should be shown enough to show any alternate traffic routes in the area. This is especially important if the plan being prepared is an Access Hearing plan. Show the existing road approaches and edge of pavement. Do not show minor things such as paint stripings, guardrails, fencing on interiors of parcels, or proposed road approaches.

EXCESS R/W (Exhibit 7)

Excess R/W is noted on the plan sheets that the excess property appears. Only one area is noted per excess area.

EXISTING MONUMENTS (Exhibit 7)

Existing monuments which are used to tie to the highway center line shall be identified as to what type of monument was found as well as any pertinent information regarding it. (If found monument reset by a licensed land surveyor, identify by registration number, etc.).

SUPERSEDING NOTES (Exhibit 7)

On each plan sheet a note stating the name, sheet number and approval date of the plan being superseded by the new plan shall be shown.

LEGEND BLOCKS

Legend blocks are usually located at the lower center, to the right of the ownership block on the plan. It shows standard symbols consisting of property boundaries, access control if applicable, parcel numbers and a scale bar.

CURVE DATA BLOCKS

Curve data blocks are placed in the upper left corner of the plan. The information shown consists of a P.I. Station, Delta Angle, Radius of Curve, Tangent Length and Length of Curve. Whenever a spiral curve is encountered, a different block is used. A spiral curve block will consist of a P.I Station, a total Delta Angle, a Radius of Simple Curve, a length of Simple Curve, the Rate of Change of Degree of Curve of Spiral per station (A), the Deflection of the Total Spiral (DE) and Length of the Total Spiral in Stations (L). Utmost effort should be taken to eliminate spiral curves wherever possible.

EXISTING R/W, EASEMENTS, ETC. (Exhibit 2)

Existing R/W and other pertinent information is plotted on the plan as dashed lines. Existing alignment information is not shown nor are R/W widths labeled. This information can still be found on the superseded plans. When existing R/W and proposed R/W are coincident, a heavy dashed line is used. Whenever possible a description by stations and offsets should be used. At times when it is not feasible to describe the existing R/W from the proposed center line of the

road by stations and offsets, a metes and bounds description may be required to fully describe the R/W.

CROSS REFERENCE NOTES (Exhibit 7)

At the beginning and end of each plan a cross reference note shall be added stating the title, sheet number and the approval date of the current plans that show the R/W abutting the plan.

BUILDING TIES (Exhibit 7)

On new parcels all buildings lying within 100 feet of the proposed R/W line shall be field tied to the R/W center line. In areas where we are not acquiring any new R/W or property rights, buildings are not tied. The distances shown shall be measured to the nearest foot and shall be placed on the plan <u>outside</u> of the R/W. In cases where a building has an overhanging roof, the distance shall be measured to the edge of the overhang.

EQUATIONS (Exhibit 2)

Whenever a new plan is prepared, eliminate any existing station or bearing equations that show on the existing plans. Equations, both station and bearing, should only be shown at the beginning and end of the plan. Stationing and bearings shall run in the same direction as the mileposts, regardless of which direction on the sheet the north arrow points (i.e., stationing and mileposts will run from left to right on the sheet).

CREEKS, RIVERS, ETC. (Exhibit 2)

Any waterway is to be shown on the plan that has a year round flow of water. As a rule, drainage ditches need not be shown. The water feature shown must be named and direction of flow shown by an arrow. These may include rivers, lakes, creeks, canals, irrigation laterals, and in areas of tidal influence the direction of ebb and flood tide.

NORTH ARROW

Each sheet shall show a north arrow for orientation purposes.

DESTINATION ARROWS (Exhibit 2)

Each sheet shall have destination arrows at each end of the center line. They shall be located as close as practical to the R/W center line and shall refer to the nearest town, city, highway junction or other major feature.

GOVERNMENTAL BOUNDARIES (Exhibit 7)

Whenever the highway crosses the boundary line of another governmental agency it shall be identified on the plan using the standard symbols shown in the Plans Preparation Manual. The boundaries shown include International, State, County boundaries, Corporate Limits, National Parks and Forests, and Indian Reservations.

STRUCTURES (Exhibit 7)

Structures will be shown in their correct location and drawn to scale. They shall be labeled as to type of structure (overcrossing/undercrossing) and a center line station tie shall be shown.

GRADE INTERSECTIONS (Exhibit 3)

Grade intersection stations for all county roads will be shown. City street intersections are not labeled.

TOWNSHIP & RANGE LINES

Whenever a township line or a range line is shown on the sheet, the notation is shown above and below the line. Each section shall be broken down to 1/16th section size and labeled as such (SE 1/4 SW 1/4, NW 1/4 NE 1/4, Gov't Lot 1, etc.). The labeling shall read parallel with the bottom border of the plan sheet regardless of North Orientation. The section corner numbers shall read with the North Orientation.

FOUND CORNERS (Exhibit 3)

Found GLO corners shall be field tied to the R/W center line by bearing and distance. The correct symbol will be used signifying a found corner. Identify the corner as to what was actually found (Brass cap in conc. Mon., X on stone, etc.).

CALCULATED GLO TIES

Whenever a section corner grid is established on a plan, the unfound 1/4 corners, section corners and center sections should be calculated and shown on

the plan with the notation that the tie to the highway center line is calculated, if it is at all feasible. Calculations are to be accomplished according to the approved methods and procedures established in many surveying textbooks.

THE PREFERRED LOCATIONS OF THE VARIOUS INFORMATION BLOCKS AND SCHEDULES:

- A. Curve Data Block Upper left corner.
- **B.** Township and Range Identification Center of sheet at top border line.
- **C.** Ownership Block Lower left corner.
- **D.** Access Approach Schedule Added to the end of the ownership block.
- **E.** Legend Lower center, to the right of the ownership block.
- **F.** Revision Description Block Bottom of sheet next to title block.
- **G.** Title Lower right corner.

COORDINATE SYSTEM

The coordinate system to be used to develop R/W plans shall be the Washington State Plane Coordinate System. It is the intent of the DOT to have all new plans developed using this system. At the present, revisions to approved R/W and L/A plans may or may not require that we show coordinates on the plans, depending on the scope of the project.

If a project's datum is based on the Washington State Plane Coordinate System, note it on each plan sheet with the conversion factors, North or South zone, and NAD identification. Place the note in the proximity of the legend block.

DETAILS TO REMEMBER WHEN PREPARING R/W PLANS

A. Submit redline plans showing supersedings and revisions to existing abutting plans at the same time as new plan on separate transmittal letters, using white prints.

- B. Preferably environmental & Design Approval is obtained in advance of R/W plan submittal, but reviews can be concurrent with one another for sake of expediency.
- C. Submit copies of plats and/or Assessor's maps with transmittal letter.
- D. Topography should be shown approximately 300' to 400' from highway on plan sheets; on vicinity maps show local road network (very important on access hearing plans).
- E. Existing driveways and edge of pavement should be shown as an aid in negotiations with property owners.
- F. Railroad encroachments shall be known as and labeled as "Longitudinal Easements".
- G. Existing R/W and alignment taken from old plans must be the original R/W information, not "Alignment as Constructed".
- H. DNR Property Special requirements exist in acquiring property rights from DNR. On plan sheets station and offset ties to center line on R/W line and center line where highway enters and leaves DNR parcels are needed. Ties to all subdivision corners are required whether calculated or found. If corners are found, they must be identified. All acquisitions from DNR require the filing of a Land Plat. The following information is required in addition to the above noted requirements, although this information is not shown on our R/W plans: Breakdown of areas for each subdivision unit (1/16 section or government lot), Basis of bearings (assumed or project datum is not acceptable) The highway survey must agree with other recorded surveys in the same area (copies of any recorded surveys must be submitted with the new plan).

EARLY ACQUISITION PLANS (Exhibit 11)

Early acquisitions are classified as hardship acquisitions or protective buys.

HARDSHIP ACQUISITION

Hardship acquisition procedures may be authorized on a parcel-by-parcel basis where it is shown that all of the following are applicable:

- 1. The owner's circumstances constitute an emergency substantially as described in one or more of the "Emergency Criteria" following.
- The case qualifies as described in the list of "Hardship Qualifications" following.
- The acquisition is necessary to alleviate the particular hardship to the property owner.

Emergency Criteria

- Needs to move immediately because of a change in location of employment.
- Is advised by a licensed physician to move from the area for reasons of health.
- Had made a legal commitment (e.g., an earnest money agreement, etc.) to purchase alternate property. Please note that this action may jeopardize the owner's eligibility for relocation assistance benefits depending upon timing.
- Has encountered legal or business circumstances requiring divestiture of title to the subject property.
- Is required to make substantial capital improvements (e.g., new equipment for a factory) in order to continue use of the subject property, and these capital improvements would be financially unsound in view of the pending highway project.

Hardship qualifications require that the case meets ALL of the following conditions:

1. The owner initiates the application for hardship acquisition.

The application is in writing and sets forth the exact circumstances creating the hardship.

- 3. The only appropriate action for the owner is the immediate sale of the subject property.
- 4. Due to knowledge of the pending highway project, the owner is incapable of selling the subject property in the open market at its fair market value.

PROTECTIVE BUY

Protective buying procedures may be authorized on a parcel-by-parcel basis where it is shown that either:

- The acquisition is necessary to prevent imminent development and increased costs of the parcel which would tend to limit the choice of highway alternatives.
- 2. The expense incurred by the state in the advance purchase of said property is justified by the projected savings. Reasonably anticipated revenue to the state from interim uses of the property may be considered in estimating net expenses of such acquisitions.

Condemnation of hardship parcels and protective buys are carried out only upon approval by the Deputy Secretary following recommendation by the Assistant Secretary for Environmental and Engineering Service Center.

Advance acquisition using State or Federal revolving funds may be authorized when construction is scheduled to begin in more than two, but less than 10 years following the fiscal year in which the program is approved.

The aforesaid procedures, qualifications and rules are initiated by Region Real Estate Services Branch. Upon funding being authorized, the project office investigates and causes a map to be drawn showing the parcel to be acquired, areas and enough ownership information to write a legal description of the property and its location to the existing highway if appropriate. All drafting standards will be observed and transmittal shall be in the same manner as any other Right of Way plan. An exhibit map may be drawn on projects that have not advanced far enough to have preliminary plans

available. An approved design file is not normally required, but prior to actual acquisition, investigation must be made to see if any detrimental factors exist that may affect the purchases, i.e., toxic clean up, etc.

Usually an early acquisition involves total takes, but partial takes are also considered if enough design work has been performed to establish the required Right of Way.

COURT EXHIBIT MAPS

These maps are required whenever condemnation proceedings are necessary to acquire property under the Right of Eminent Domain. Depending upon which court is involved, the mapping requirements may vary. In state court the exhibit map is usually a print of the R/W plan with pertinent information shown. If there appears to be any differences between the R/W plan and supplemental information which is required, then a revision to the R/W plan is requested. Exhibit maps are prepared under the direction of the court engineer in each Region. All pertinent data is collected and submitted directly to OSC Real Estate Services for processing and presentation to the Attorney Generals office. In federal court a metes and bounds description of the taking area and a supplemental photo map is submitted and any other requirement in effect at the time. This information is coordinated through OSC Real Estate Services. R/W Plans office usually does not get involved in court exhibits unless a revision to the R/W plan is necessary.

R/W PLANS WITHIN U.S.F.S.

In July of 1991, a new memorandum of understanding was negotiated and approved between WSDOT and the USFS establishing new rules that will be complied with. The new rules state that a Right of Way plan or plat will be approved, and a letter of consent will be issued before any construction will be allowed to begin. Since no changes are allowed after this, the easement deed is automatically prepared and signed by FHWA at this time. Although the USFS may be satisfied with the submission of plat maps, this does not replace the need for approved Right of Way plans. It is the intent to use the approved Right of Way plans as plat maps for submission to the USFS. Additional information that is required is the addition of top of cut & toe of slope lines, corner ties and stations at the points of entering and leaving USFS property, basis of bearings and method of surveying. Clear zones are no longer shown.

Our current procedure for filing a plat map is as follows:

- A R/W and L/A plan (if access control is to be established or is to be continued) is developed and approved following the normal channels and requirements.
- A duplicate set of reproducible plans are made and the additional information required by the USFS is added. This becomes the plat map which is filed with the application for an easement deed.

R/W PLANS THAT IMPACT DNR LANDS (Exhibit 12, 13)

Anytime we cross a parcel of land, river or tidelands, etc., under the jurisdiction of DNR we must file a land plat. A standard land plat is a map covering one section or 1/4 section of property. These plats are usually prepared by R/W Plans office after the R/W plan has been approved (See exception following). All data required is to be furnished by Region personnel and most of the information shall be incorporated in the R/W plan. Each 40± acre subdivision which is affected by a highway, must have areas calculated including amount of existing R/W, R/W take, and remainder Rt. and Lt. of the center line. Each R/W line where they intersect the DNR parcel boundary is tied by stations and offsets (both entering and leaving). It will also be noted on the plat what the basis of bearings is (i.e., how was true north obtained?). Bearings and distances of the subdivision breakdowns and ties to the R/W center line must be shown and noted whether they are calculated or field measured. All subdivision information must agree with any recorded surveys available. Recorded surveys may be obtained from the DNR Public Lands survey office in Olympia. I

Exception: When a consultant prepares the right of way and limited access plans that cross property under the jurisdiction of DNR, that consultant shall also prepare the necessary land plats. The land plats will be signed and sealed by the consultant's professional land surveyor. The land plats will be submitted to the O.S.C. R/W Plans office for transmittal to DNR.

R/W PLANS WITH PARCELS OF INDIAN OWNERSHIP

After the R/W plan has been approved, all parcels with Indian ownership which are held in trust and are managed by the Bureau of Indian Affairs (BIA) which have R/W take affecting them are filed with BIA. A certification statement signed by the Assistance Secretary for Environmental and Engineering Service Center and an Engineer's Affidavit signed by the State Design Engineer stating the validity of the

survey is filed with the parcel maps. This statement and affidavit is prepared by OSC R/W Plans office. An easement for R/W is issued by the BIA to WSDOT before the R/W can be certified as clear for construction. Areas of take are calculated and shown in thousandths of acres. Indian status reports may be used in lieu of formal title reports for identifying parcel owners and boundaries.

SUNDRY SITE PLANS (Exhibit 9)

Sundry Site plans are plans used to acquire property not used as operating R/W. Examples are Ferry Terminal Sites, Pit and Quarry Sites, Stockpile Sites, Maintenance Sites and Park & Ride Lots and often Wetlands Mitigation Areas. Sufficient data must be shown to fully describe the property being acquired. Sundry sites are shown on the R/W plan if room is available.

MARINE TRANSPORTATION FACILITIES SITES

These sites are mapped on a sundry site plan and are done by OSC R/W Plans office. Usually the only Region involvement with these sites is when information is requested such as assignment of parcel numbers or title reports need ordering.

REVISIONS TO APPROVED R/W AND/OR L/A PLANS

Whenever revisions are required on an approved R/W and/or L/A plan, the changes must be transmitted to OSC R/W Plans office on a white print of the <u>latest approved plan</u> with revisions made with colored pencil. Red pencil denotes the changes to be added and green pencil denotes things to be deleted.

Prior to submittal for approval all design requirements should be met. Review by other sections may be required depending on the complexity of the revision.

Whenever a parcel has been dealt with and the transaction has been finalized, and additional R/W or other property rights are required, a new parcel number is assigned to the parcel involved. The old number is shown inside the area of original take. Property dots are adjusted to show the current boundary and new areas are calculated and shown in the ownership block. Whenever revising split plans, (Plans showing access and R/W plan) be sure to submit redlines for each plan. This is very often forgotten.

On many of the older plans total parcel details were not a part of the plan. Consequently, as a part of the revision, a total parcel detail is submitted. This is especially important whenever condemnation is a probability.

If the revision is very extensive, consideration should be given to the submission of a new plan rather than revising the old one.

In general, requirements for processing a revision are the same as a new plan. In the transmittal package, in addition to the cover letter, all plats, title reports and all other pertinent data are included. Also, note whether or not Design has been approved. Design approval must be obtained before the R/W plan will be approved regardless of new plan or revision unless otherwise early approval is agreed to by the Deputy State Design Engineer.

In the transmittal letter, give a synopsis of the purpose of the proposed plan revision and why it's needed. (Exhibit 16)

DETAILS THAT ARE OFTEN WRONG ON R/W PLAN REVISIONS

- A. Split Plans R/W plan revision comes in without a revision to the access plan. If the plan showing access title is different, then the redline needs to be submitted under a separate transmittal letter.
- B. If the revision affects the vicinity map (and/or total parcel detail), then it also needs to be revised.
- C. Total parcel detail left out.
- D. No title reports or incomplete title reports.
- E. Not showing plat on R/W plan if it is referred to in title reports. Submit copy of plat.
- F. Not updating the topography.
- G. Incomplete R/W description by station and offset or by metes and bounds.
- H. Double describing the R/W DO NOT DO THIS.

- I. Not labeling grade intersections for county roads.
- J. Not showing turnback lines and relinquishment information.
- K. DNR Property Not supplying all the needed information.
- L. Do not describe R/W off of the construction center line and do not show it on the R/W plans, unless needed to show traffic movements.
- M. Mixing Areas Acres and square feet should be one or the other for each parcel.
- N. Using same parcel number of a parcel that has been closed out or a parcel number that has been deleted (and noted as not used) from the same plan title.
- O. Redline plan that is submitted is not on the latest approved R/W plan. Don't used superseded R/W plan or contract plan that is not a R/W plan.
- P. Railroad easements without ties to railroad stations and offsets (Longitudinal Easement, Crossing Easement, etc.)
- Q. Lack of knowledge or misunderstanding of construction permits vs. easements.
- R. Construction permits for private driveways and approaches should not be shown on R/W plans.
- S. Revising plan prior to design approval.
- T. Purpose of revision on the transmittal letter is very important. It should be an explanation as to why the revision is requested or needed, not just a reiteration of the changes themselves.

It will help to expedite the processing of plan revisions if you state the proposed ad date in the transmittal letter.

SUMMATION

In summation, most of this information can be found in the various manuals listed on the next page. Although the material covered here represents ideal situations, it is understood that not all situations are ideal, indeed this is probably the exception rather than the norm. A single procedure or standard will not cover every circumstance that may arise. Therefore, these procedures, etc. are intended as guidelines rather than unyielding rules. At the same time, the utmost effort to adhere to these guidelines must be attempted. Any major deviation from these guidelines may ultimately result in delays in plan approvals. If deviations cannot be avoided, reasons for them should be explained in the transmittal letter. Problems that arise during plan preparation should be resolved prior to submittal for review. If Region Plans personnel are not able to resolve the situation, we in OSC are more than willing to offer any assistance we possible can.

REFERENCE MATERIAL

A. Design Manual M22-01 (HR)

B. R/W Manual M 26-01, Vol. 1 & 2

C. Highway Surveying M22-97

D. Plans Preparation Manual M 22-31

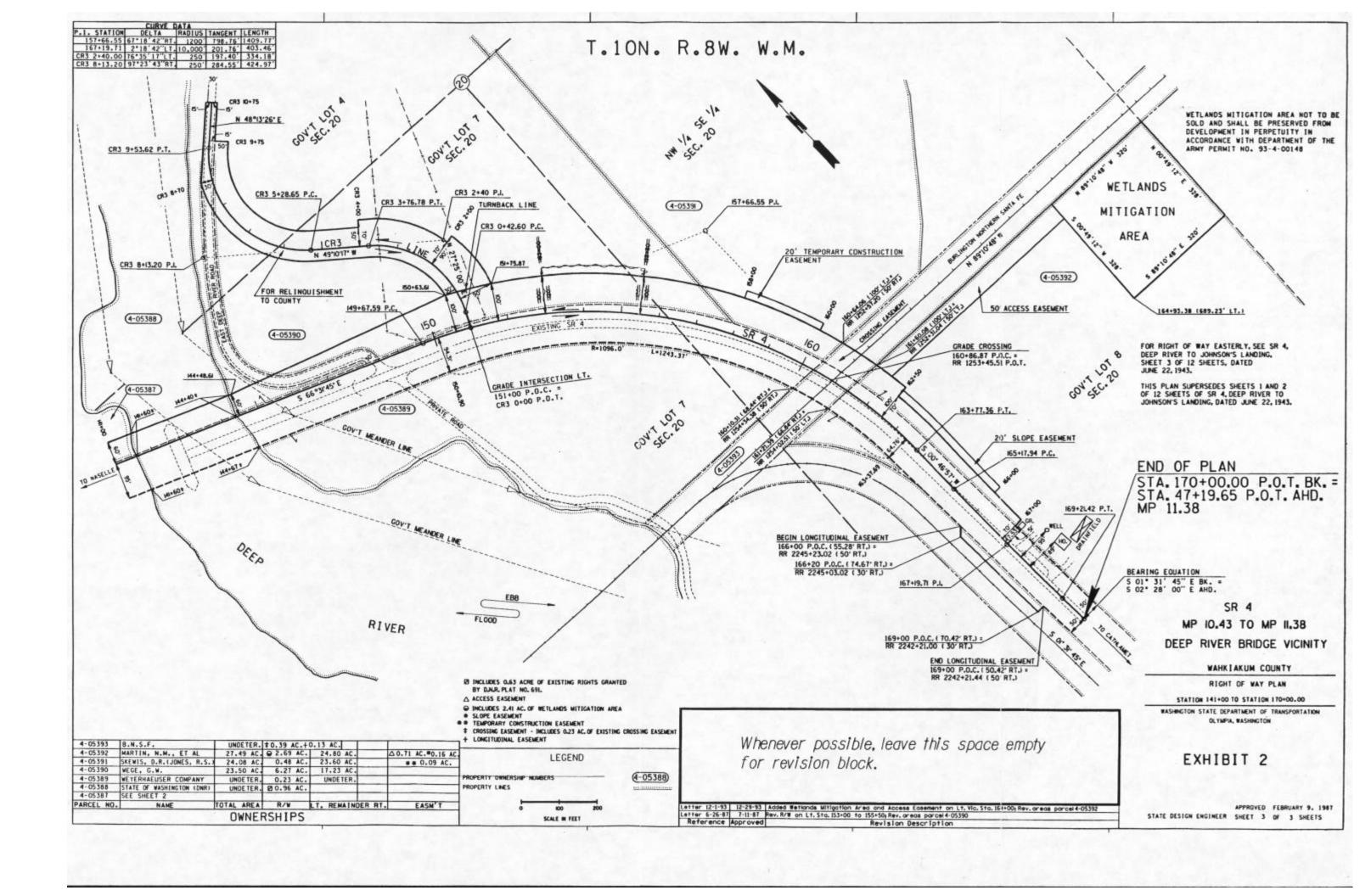
E. Photogrammetry Manual M 27-60

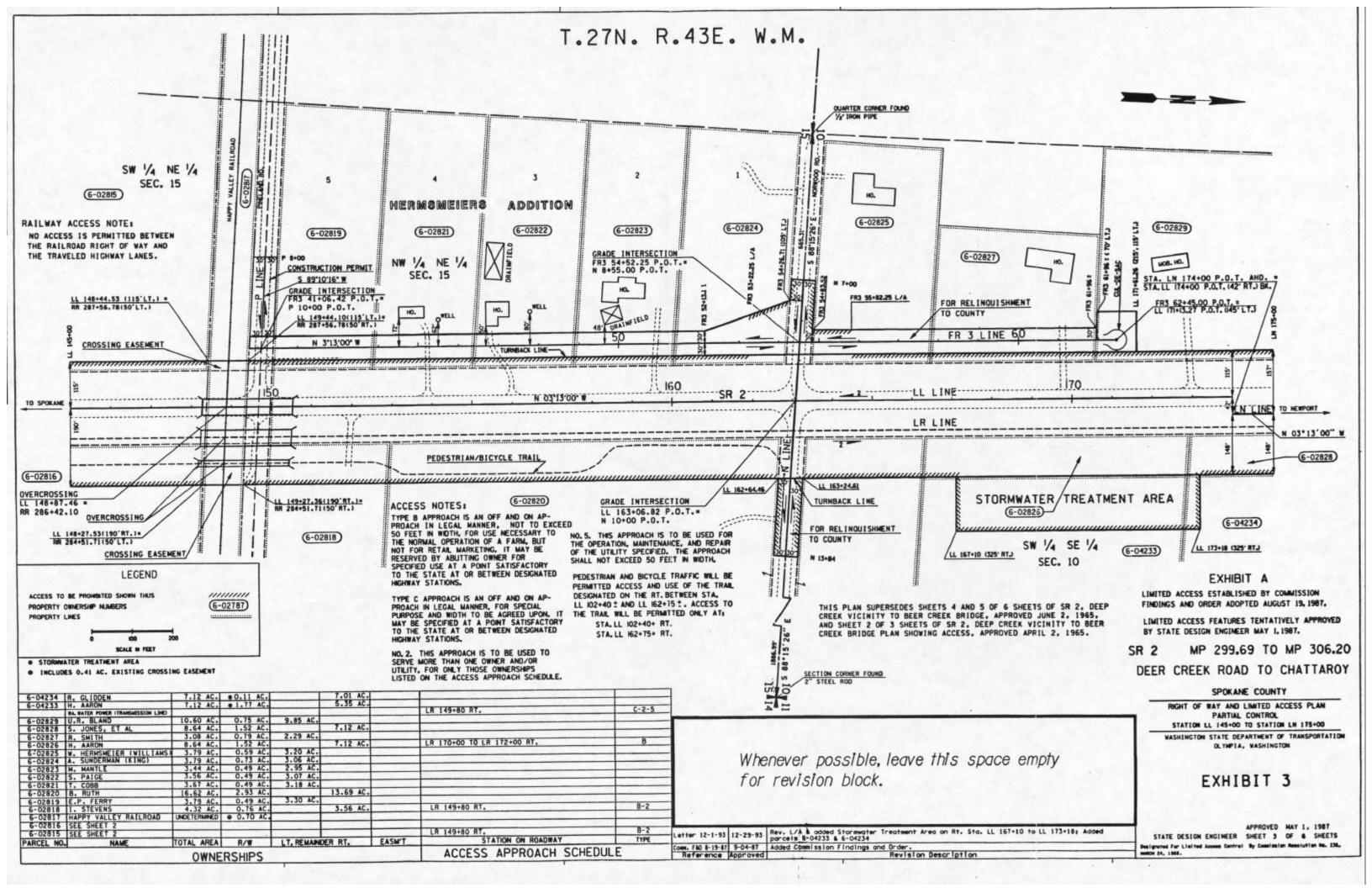
- F. Memorandum of Understanding Highways over National Forest Lands
- G. Title 47, 58, 79 & 81 RCW (Selected Sections)
- H. Chapter 332-130 WAC

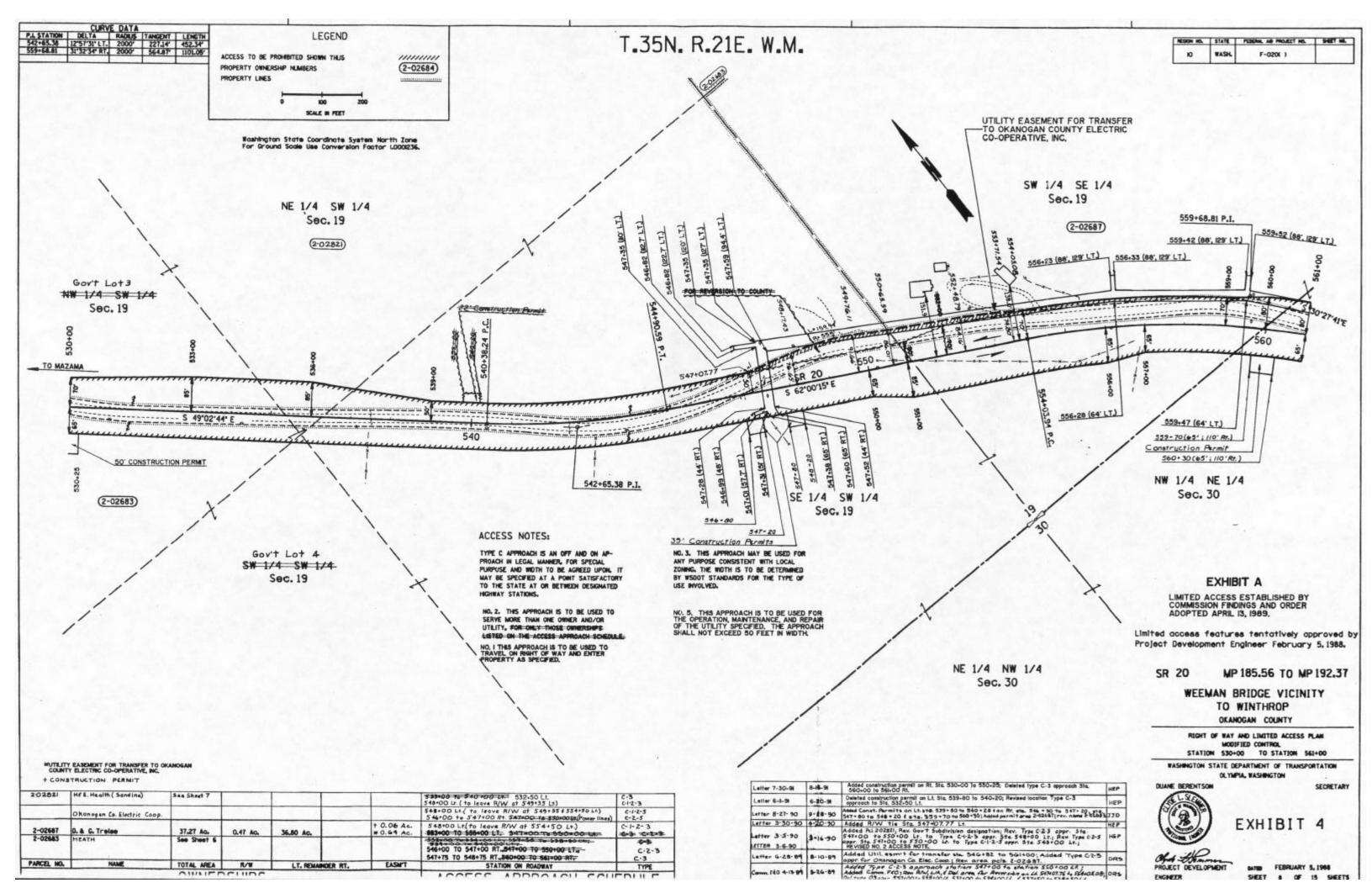
Ptan Approval	Plan Approval	Programming of Funds for Appraisal and Acquisition
Limited Access Highways		
PHASE 1 Access Report Plan	State Design Engineer* approves Access Report Plan for prehearing discussion with county and/or city officials. The access report plan may be used for preparation of federal-aid program data for appraisals if federal funds are to be used for right of way acquisition. It may be used for requesting advance appraisal funds through the Program Development Office for all projects with either state or federal funds.	Program appraisals of total takes. (No acquisition.)
PHASE 2 Access Hearing Plan	State Design Engineer" approves Access Hearing Plan for use at a public access hearing. R/W information is complete. The access hearing plan may be used for the preparation of federal-aid program data for negotiations on federally funded projects, and for the preparation of true cost estimates and fund requests.	Program all appraisals and acquisitions. Note: Do not appraise or purchase partial takes in areas subject to controversy. Appraise or purchase total takes only if tederal design hearing requirements are met.
PHASE 3 Findings and Order Plan	No signature required. Results of Findings and Order Access Hearing are marked in red and green on Access Hearing plan and sent to OSC R/W Plans Branch.	Program appraisals of partial takes where data is available to appraisars. Acquisition of total takes.
PHASE 4 Final RAW and L/A Plan	State Design Engineer Approves final R/W and LA plans or approves revisions to established R/W and L/A plans	Program all remaining appraisals and all remaining acquisitions. Note: If appeal period is not complete, delay action in areas subject to controversy and possible appeal.
	Access Managed Highways	
PHASE 5 Final RW	R/W plan submitted to OSC R/W Plans Branch for approval.	Program appraisals
Plan	State Design Engineer' approves new R/W plans or approves revisions to established R/W plans.	Program all appreisals and acquisitions.

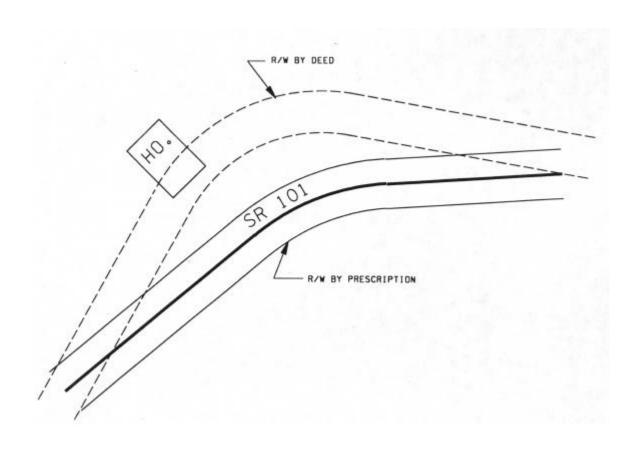
[&]quot;Or a designee.

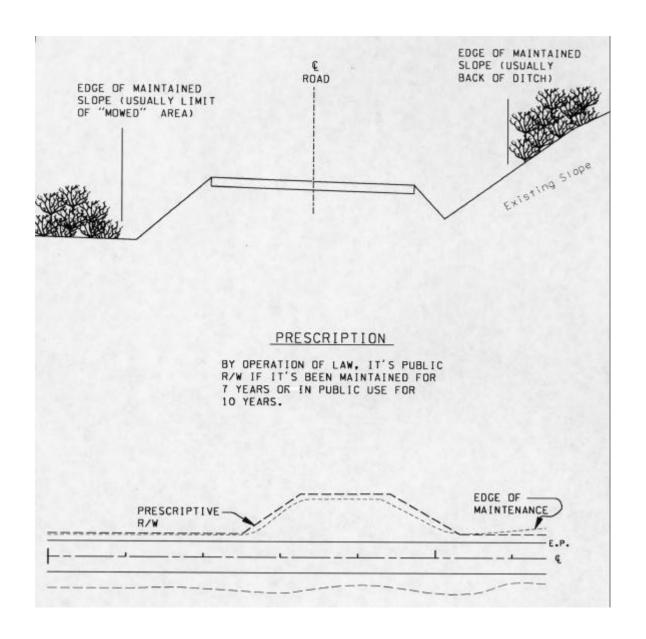
Appraisal and Acquisition Figure 1410-1

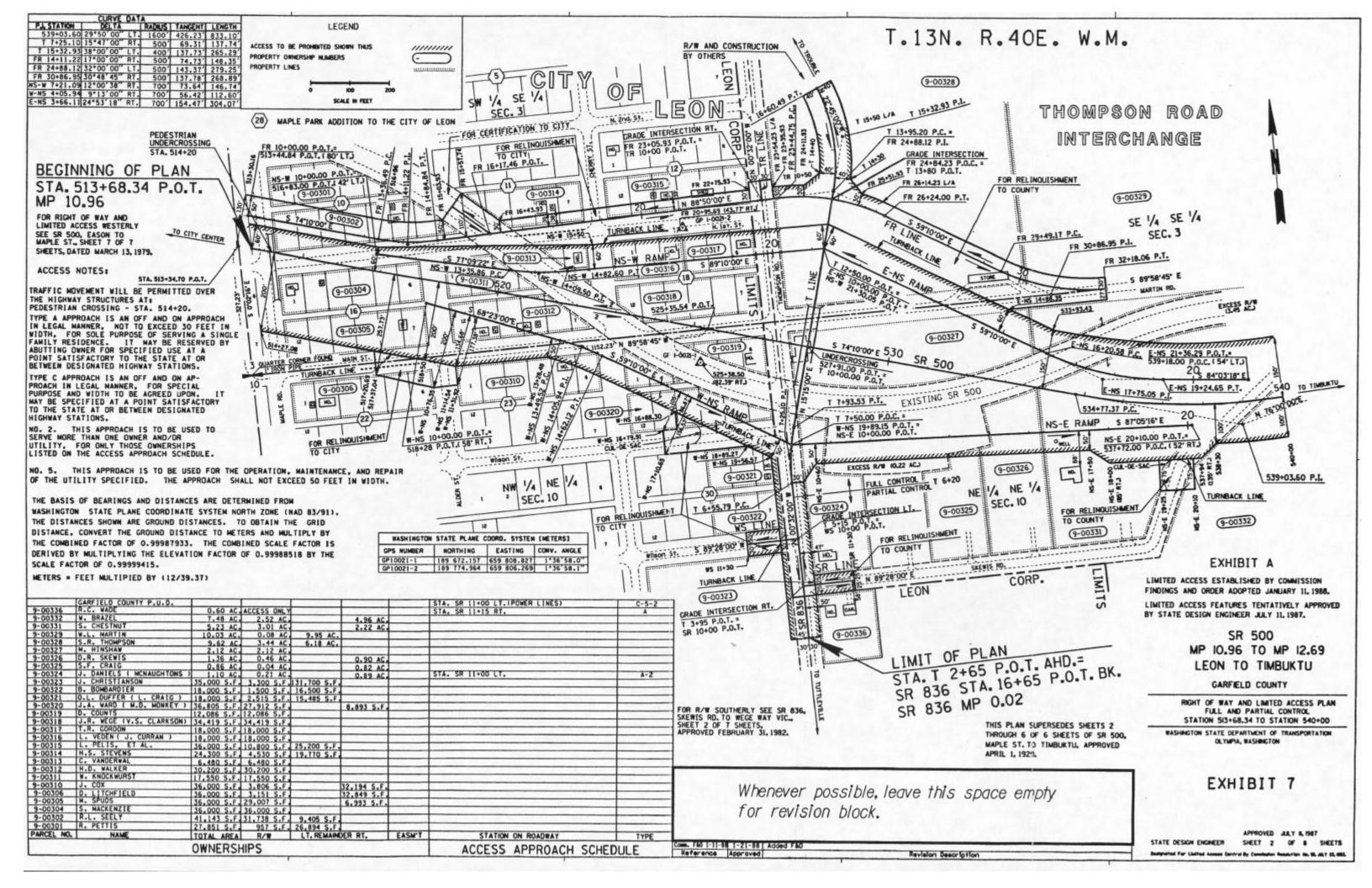


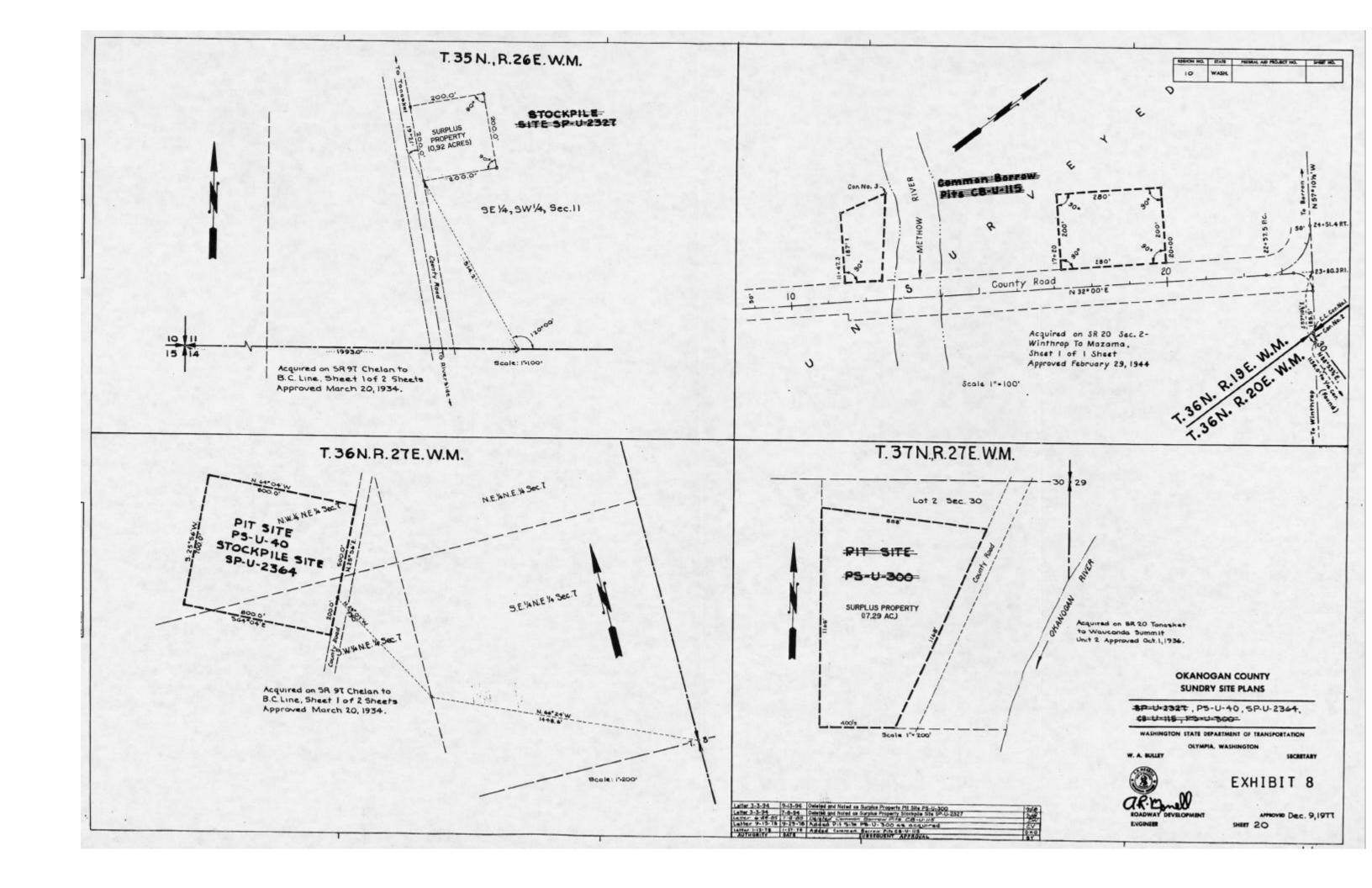




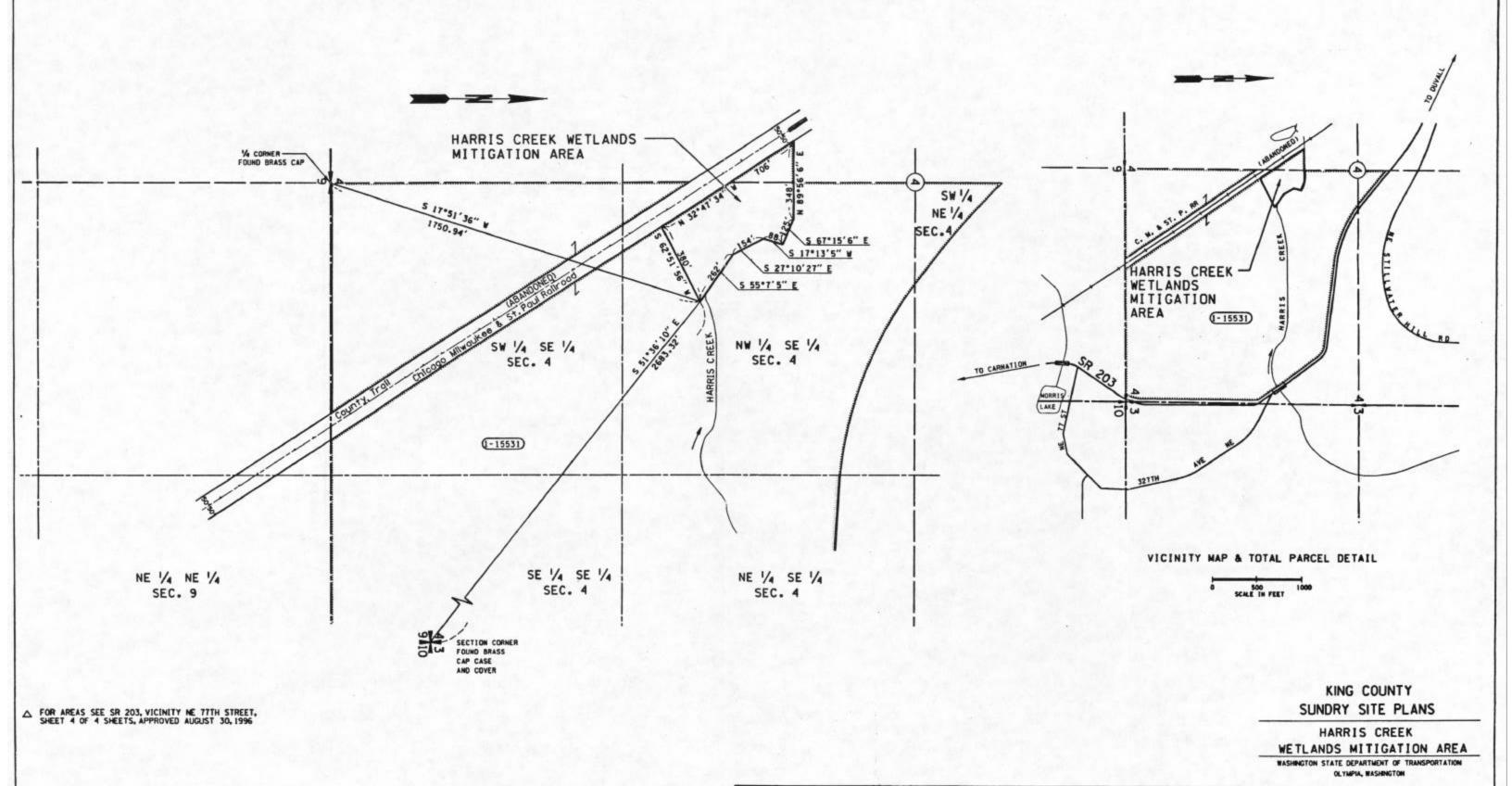








T.25N. R.7E. W.M.



LEGEND

SCALE IN FEET

PROPERTY OWNERSHIP NUMBERS

PROPERTY LINES

TOTAL AREA TAKE LT. REMAINDER RT. EASM'T

1-15531 PARCEL NO.

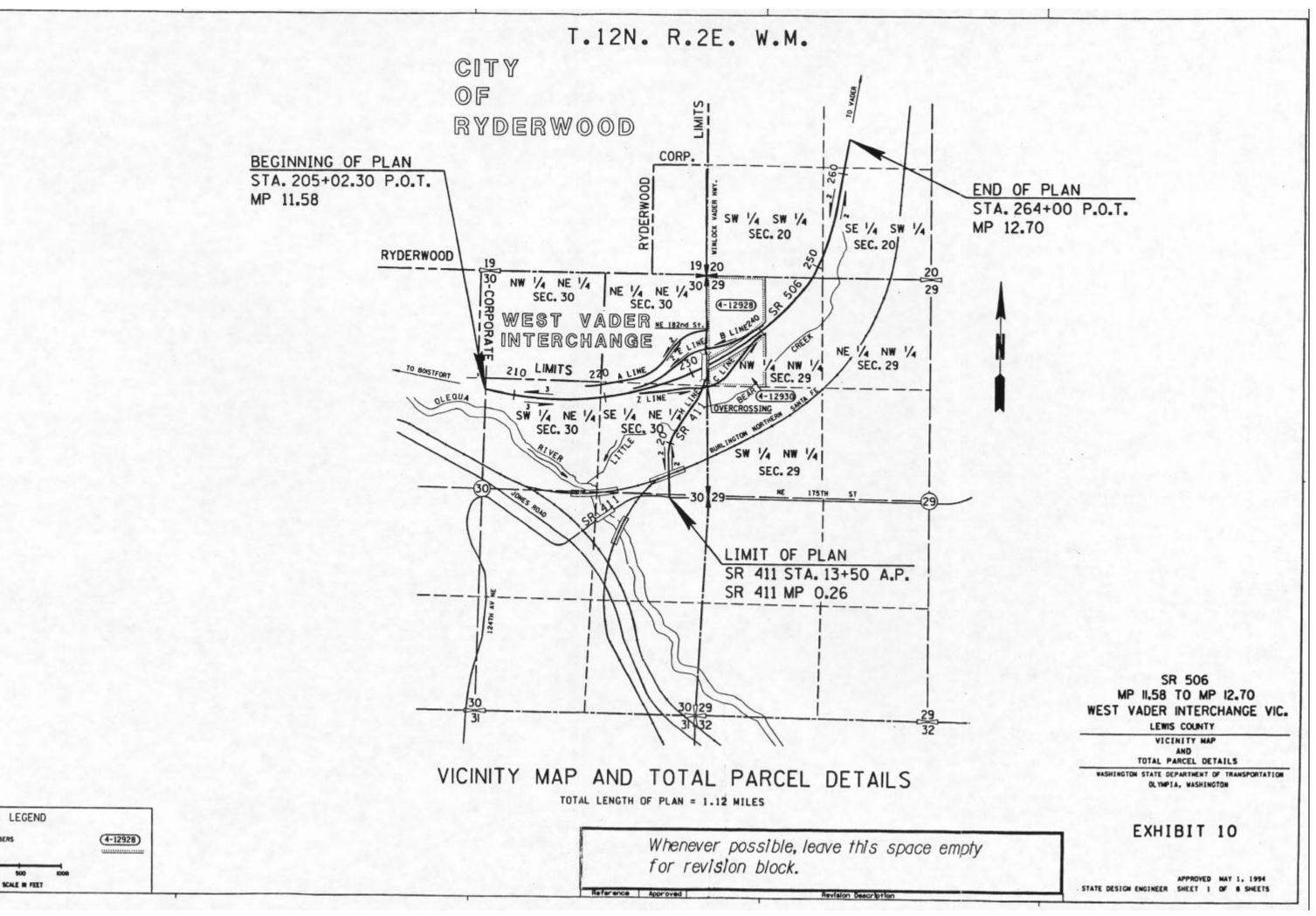
NAME

(1-15531)

Whenever possible, leave this space empty for revision block.

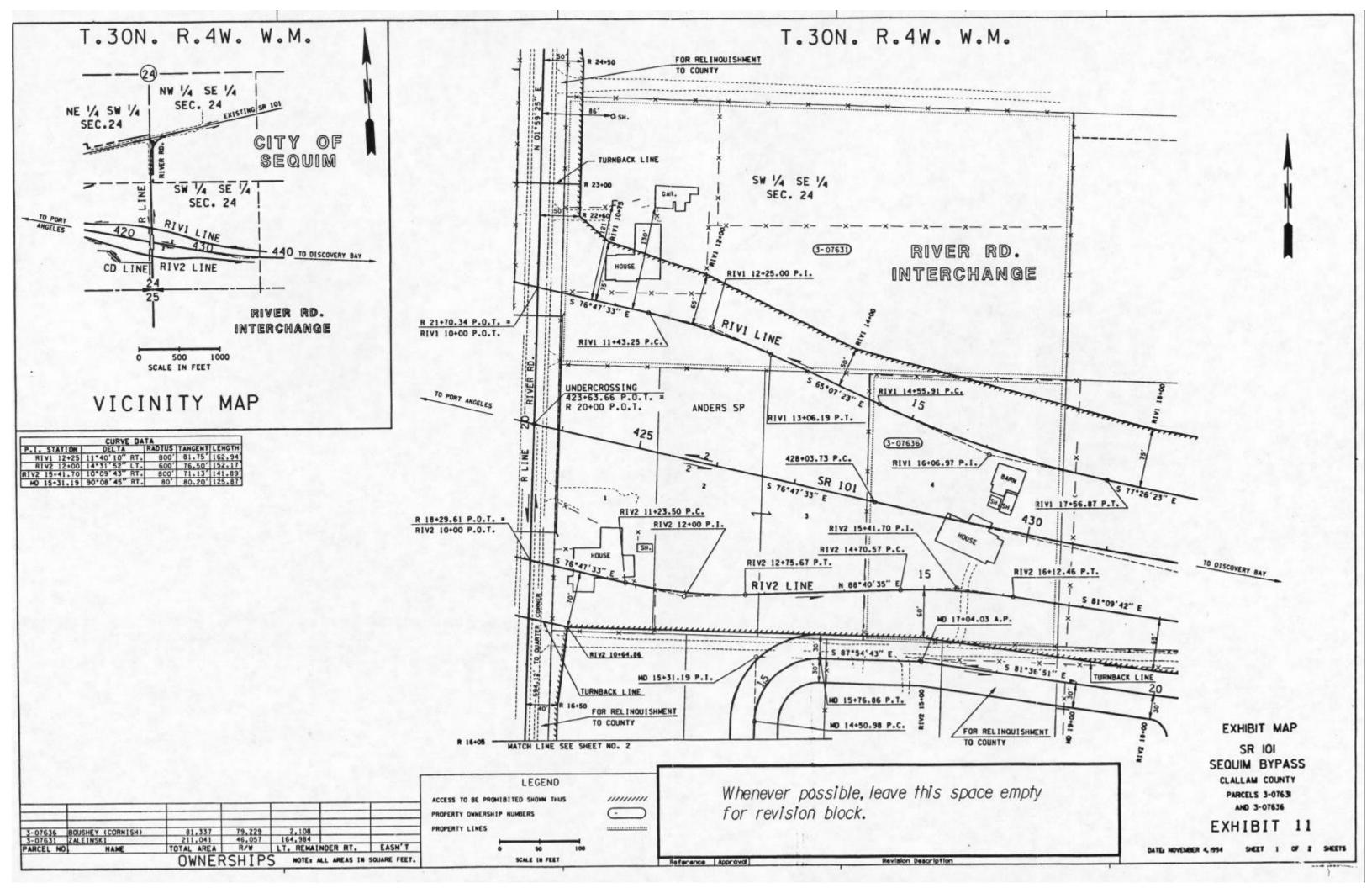
EXHIBIT 9

ACTING STATE DESIGN ENGINEER SHEET 52



PROPERTY OWNERSHIP NUMBERS

PROPERTY LINES

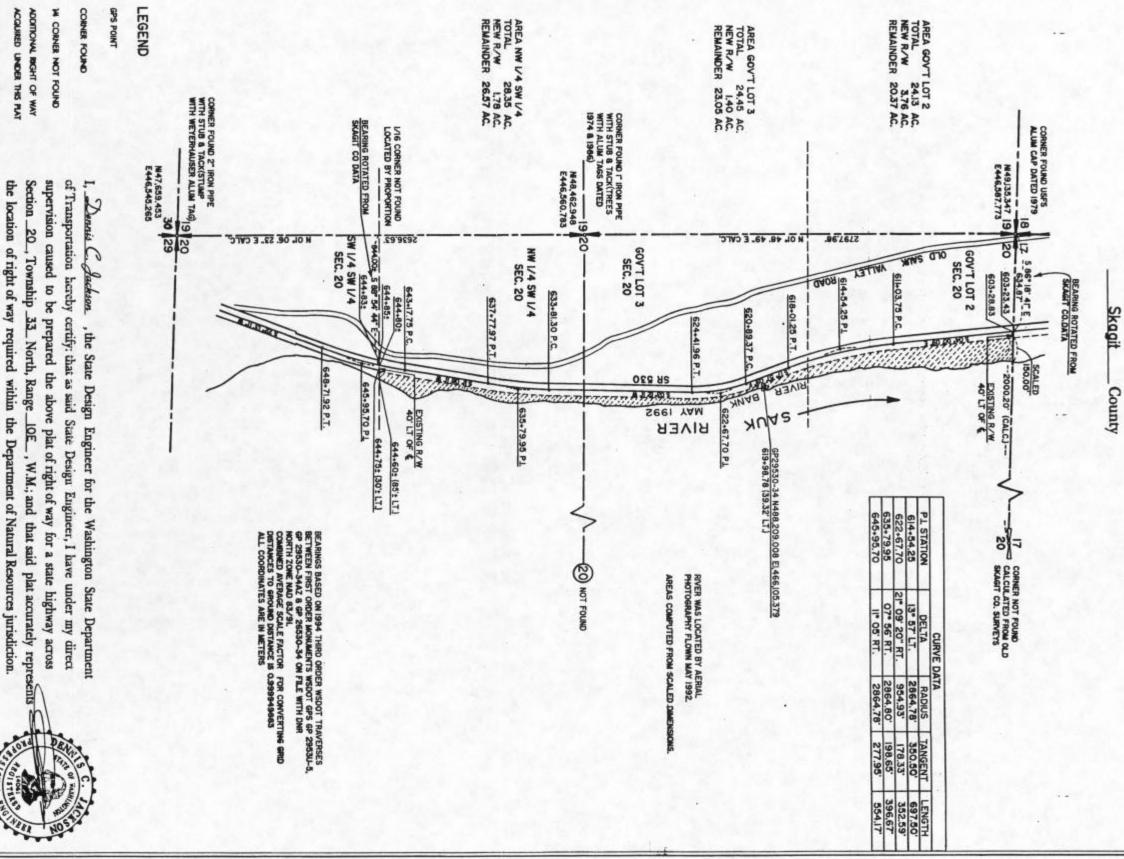


PLAT OF RIGHT OF WAY FOR STATE ROUTE NO. 530

SAUK RIVER BRIDGE SOUTHERLY
AS PETITIONED FOR BY THE

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Across Section 20 , Township 33 North, Range 10E W.M.



SCALE IN FEET

EXHIBIT

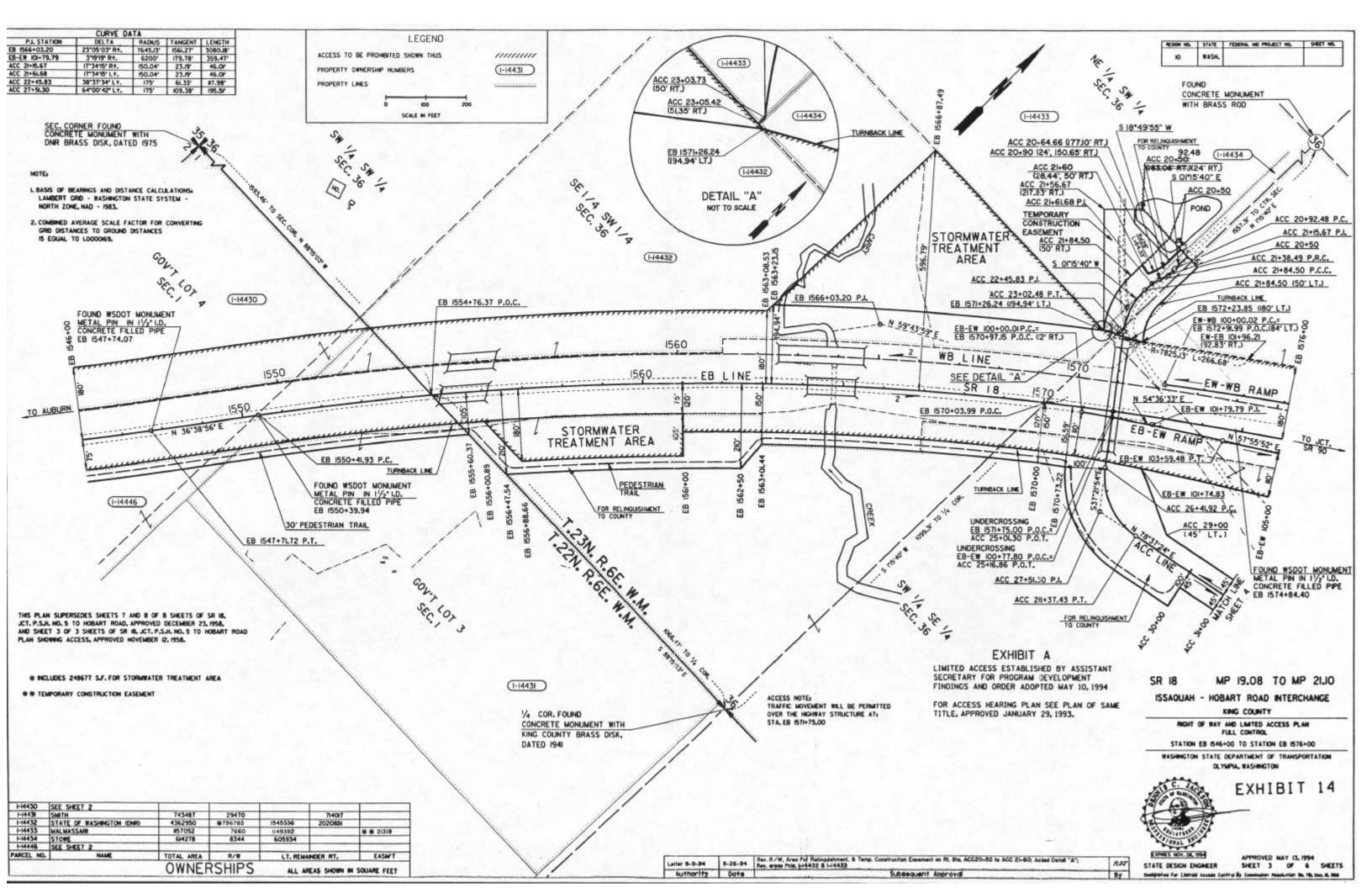
12

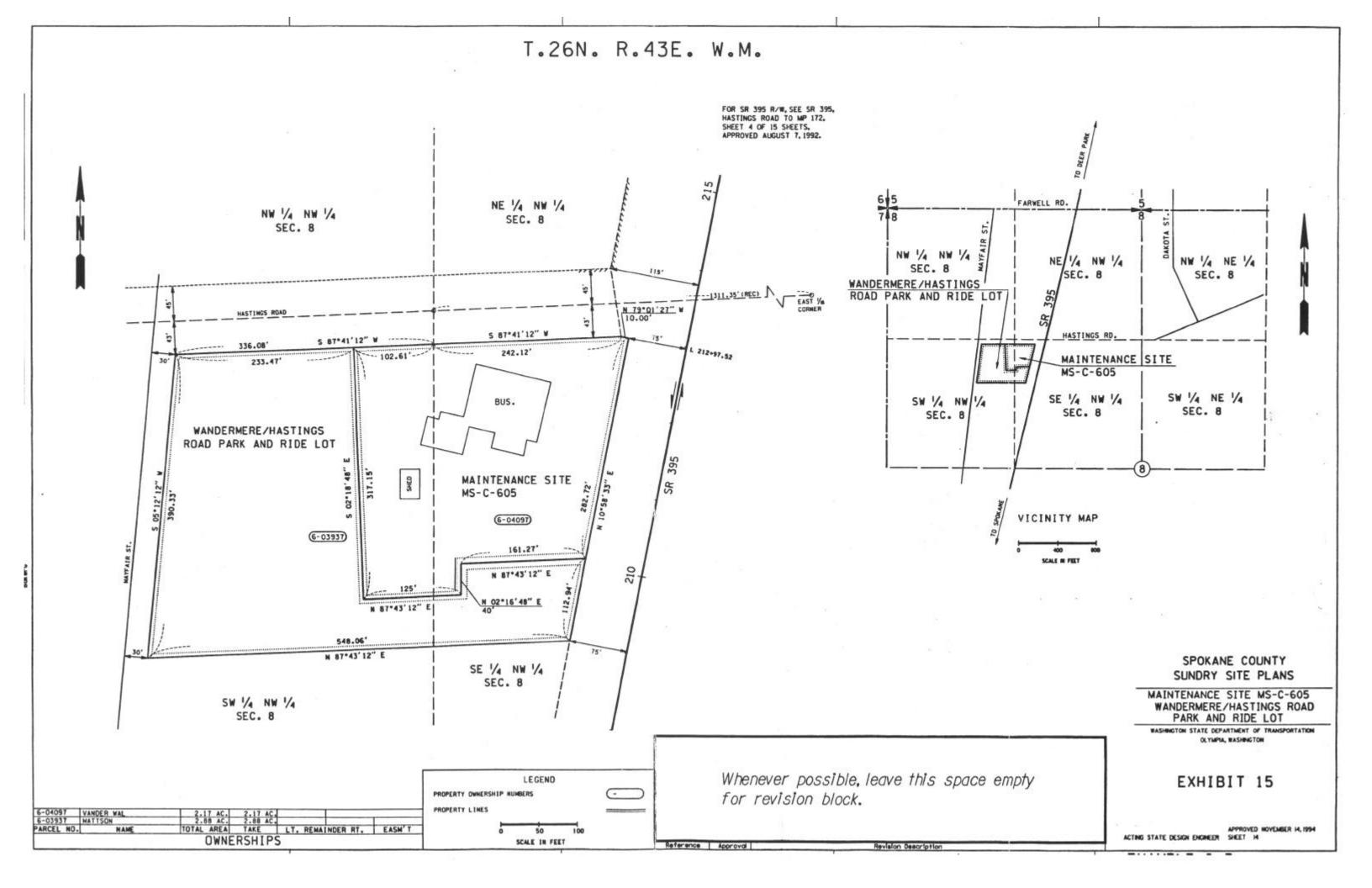
MUSACINETEN STATE DEPARTMENT OF INTURAL RESOURCES RIGHT OF MAY PLATTING GUICELINES

An application for right of may through public lands shell be submitted with a plat to the important of Material Resources (RCW 79.01.332, .340, .348, .388, and .400).

- 1. The plat must be 18 by 24 inches, substitud anfolded, and drawn, printed or reproduced by a process quantitating a parameter record in black on a reproducible transparency. The following medium or processes are MIT example by a being parameter: distr (amonia) myler, must-off (erasable) myler, and tracing paper (ample). A paper copy of the fine) proposed plat my be substitued directly to the department's Engineering Division, State issed Survey Unit, for preliminary review prior to submission of the fine) plat.
- 2. The plat shall be drawn to a scale of sufficient size and detail to clearly show the location and dispusions of the proposed right of way with references to the section or auditripion lines. The basis of subdivision and meridian shall be shown and, if any of this information is derived from a recorded document, the necessary recording information shall be referenced. The complete section subdivision, if applicable, may be shown at a scale of 1 inch to 2000 feet, or a larger convenient acale.
- The plat shall show the name of the applicant, the purpose for the right of way, and the quartersection(s), action, township, and range is which the right of may lies.
- The plot sust be certified to be accurate, signed, and seeled by a Mashington State registered land surveyor (REV 18.43.070), or a public official as prescribed by law.
- All field boundary conveying end plat preparation shall be performed according to the survey standards prescribed to MRC 332-330 and Title 58 60V.
- 6. GLO corners used to subdivide a section and to locate a right of may shall be described with respect to what was found at the corner, accept where such corner positions are calculated, in which case the method of calculation shall be shown. Any GLO corner which is determined to be lost, and which is established during the preparation of the plat, shall be established according to the methods prescribed in the <u>Manual of Surveying Instructions</u>, 1973. All GLO corners restored or resustablished shall be filled in full compilance with RCM 58.09.040, RCM 59.09.050 and MRC 332-138-030.
- 7. For a right of any crossing a section line or state concretely boundary, that shall be provided to the counterline of the right of any along the acction or subdivision line from the market appropriate 6.0 or BU acction covers, quarter-section or subdivision covers, along the right of any falling activally within one section shich does not cross a section line or state covership boundary, then shall be provided to both the beginning and acting points of the right of say contarilor from two 6.0 covers of the type described above. Stationing on the right of say contarilor will be provided wherever the right of say crosses a section line or state companies boundary.
- 8. The complete alignment information and width of the right of any shall be shown, including any ampropry ourse data. For a right of way which encreaches on a previously granted right of way, the alignment for the sunfor right of way in the vicinity of the encountracte shall also be shown, together with tien between the two sufficient to determine the full extent of the encountracte.
- 9. The area of the right of any for which the application is made, the total area is each Government Lot or quarter-quarter section, and the remainder shall be shown. In addition, where the right of any encrocies on a previously granted right of any, the area of each enquishment shall be shown apparately. All areas shall be shown to the secret one-handradth of an acre (0.01 acre) except those less than 220 square feet in extent, which shall be shown to the marrant 10 square feet.
- 10. When the facility for which the right of way is acquired is subsequently constructed such that my portion of it falls outside the granted right of way, a revised plant shall be proposed and substitud showing the as-built right of way location. The department say, in this instance, require a new application for a right of way for those portions falling outside the previously granted right of way. All the information required in these platting standards shall be provided on the as-built plat.
- Any other data necessary for the complete and intolligent understanding of the information shown on the plat should be provided. If, in the uplates of the department, such information is lacking, the plat may be rejected.
- 12. DMIJANCES. When a lack of GLD corrupts would require extensive survey to locate section and property lines, a variance from the plot specifications may be granted by the Engineering Division, State Land Survey Unit, upon request of the applicant. Variances will be granted only for exceptional cases, but if a variance is granted, the following guidalines apply:
 - a. Request for verience shall be submitted to the Engineering Division, State Land Servey Helt, to writing, clearly stating the reasons for the variance, and he signed by a land surveyor licensed to Washington.
 - b. A legal servey of the actual right of way conterline is required.
 - Meridian should be sessity reproducible, 1.e., Deleatiel, Mechington State Flore Coundbasts.
 System, etc.
 - d. Conterline must be tied to one or more WLD corners, or if no corners exist, to established occupation lines.
 - Identification of entering and leaving state land is not required.
 - f. All other requirements will apply, unless specifically served by the Engineering Olyiston, State Land Servey Unit.

EXHIBIT 13





To: R. DUGAN/ J. WEGE

From: L. CHATTERTON/ L. CASH

Date: 11-18-92

CONTROL SECTION	PROJECT P ACTY			עאוד	6 A DUP
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OFFICE OF PROJECT DEVELOPMENT

SCHEDULE OF RIGHT-OF-WAY PLAN REVISIONS

1.	F. A. Project No. , .	R / W PLANS SECTION F-395 (
2.	SR No	205
		RECD //- 24-42
-		
Э.	Control Section	3209
		R / W FLAKS ENGR JUPA
4.	R/W Plan Title	
		HASTINGS RO TO MP 172
	i	PLAZE REVIEWER PS
	1	→ DRAFTSGAN 3
	f	CADD OF APATOR
5.	County	
		SPOKANE
_	h	RECORDS CONTROL
6.	Project No L	<u> </u>
		<u>ve 3011</u>

7. The above Right-of-Way Plans have been revised as follows:

7, 100 100 vc (Kignt-of-way Flans have been	revised as follows:
Sheet No.	<u>Parcel</u>	Purpose of Revision
1 OF 15		TC1 LINE IS TO BE A TEMPORARY GRADE INTERSECTION
2 OF 15	6-03043	PROPERTY SALE OF UNDEYFLOPED PORTION OF THIS PARCEL. NOTE VESTING CHANGE TO KATO DEVELOPMENT CO
3 OF 15		REVISE END OF PLAN STATION AHEAD TO MATCH PLAN TO MORTH.
4 OF 15		CONSTRUCTION PERMIT MEEDED FOR CONSTRUCTION OF TH SLOPE IN THIS AREA. REVISE ACCESS APPROACH STATION TO S-N LINE BECAUSE ACCESS WILL BE FROM S-N LINE RATHER THAN FR 6 LINE. DELETE R FROM HR LINE (HASTINGS ROAD) BECAUSE WE USED HR IN THE STATION DESIGNATION AT HATCH ROAD INTERCHANGE.
		CHANGE ACCESS NOTE TO INTERCHANGE RATHER THAN INTERSECTION.
5 OF 15	6-03007	CONSTRUCTION PERMIT ON LEFT MEEDED FOR ROCK CUT AREA WORK.
6 OF 15		ACCESS NEEDED UNDER HIGHWAY STRUCTURE AT STATION L 274+30 TO PROVIDE FOR EXISTING DRIVEWAY.
6 & 7 OF 15	6-03012	CONSTRUCTION PERMIT AROUND PS-C-141 FOR GRADING AND FILLING OF PIT.
9 OF 15	6-03043	PROPERTY SALE TO KATO DEVELOPMENT
14 OF 15		REUSE END OF PLAN STATION AHEAD TO MATCH PLAN TO

ATTACHED ARE COGO RUNS FOR THE CONSTRUCTION PERMITS AND THE DEED SHOWING VESTING CHANGE FOR PARCEL 6-03043.

EXHIBIT 16

PLAN FOLDTNG DIAGRAM FOR CORRESPONDENCE ATTACHMENT Attachment 1 Instructional Latter Folding of Plans 1 61/3 82 6 1/8" 6 % " 6 %" å TITLE 2 NOTE: TITLE WILL FOLD INSIDE 4 TITE 3 STAPLE ONLY AT UPPER LEFT CORNER EXHIBIT 17 DOH- 65-04